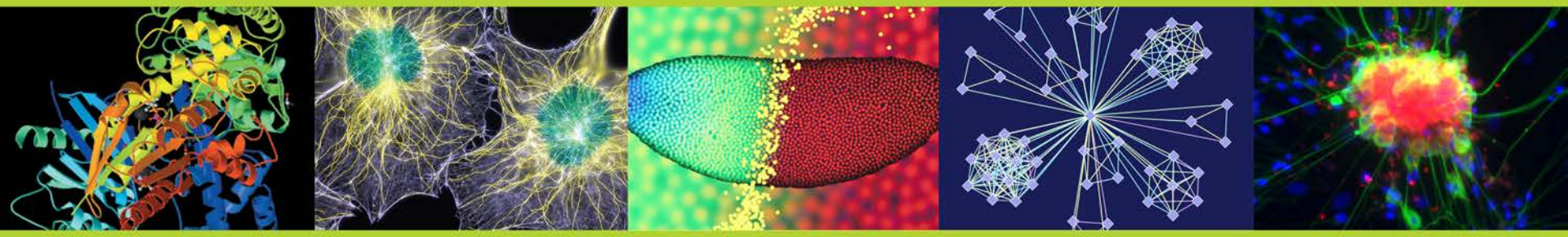
National Institute of General Medical Sciences

Undergraduate Research Training Initiative for Student Enhancement *Technical Webinar* (U-RISE) (T34)

April, 2019



Disclaimer

This webinar and accompanying slides are for informational purposes only. They serve as an overview of the T34 U-RISE program and are not meant to be comprehensive in coverage of all required components of an application.

Applicants are responsible for following the instructions detailed in the FOA and any Related Notices.

Presenters

- Anissa J. Brown, Program Officer
- Luis A. Cubano, Program Officer
- Justin Rosenzweig, Grants Management Specialist
- Tracy Koretsky, Scientific Review Officer
- Lee Slice, Scientific Review Officer

Webinar Outline

I. Program Overview

II. Application Overview

III. Budget Overview

IV. Peer Review Overview

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U-RISE Program Overview

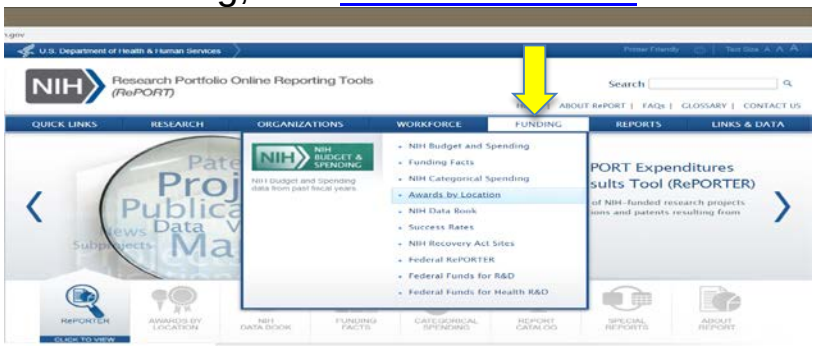
Program that seeks to develop a diverse pool of well-trained undergraduates who complete their baccalaureate degree with skills to successfully transition into and complete a biomedical research focused higher degree program (e.g. Ph.D. or M.D./Ph.D.).

Eligibility Information – *Institutions*

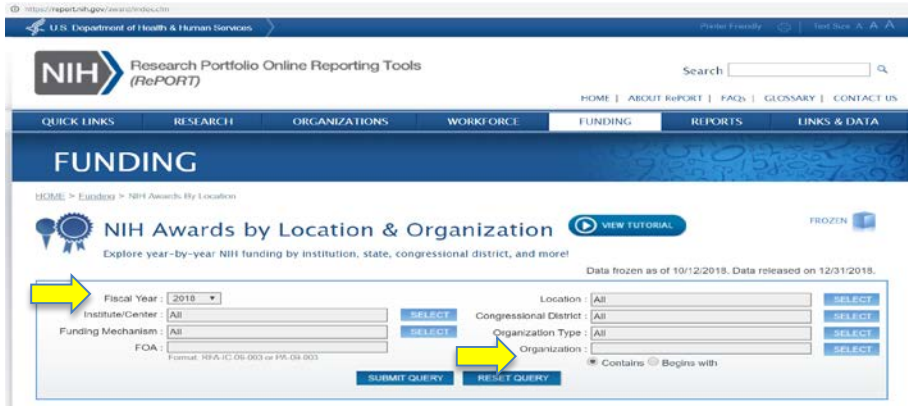
- Awards baccalaureate degrees in biomedical sciences.
- Average institutional RPG funding less than $7.5 million total costs per year over the past 3 fiscal years.
- Only one application per institution is allowed.
- Only one diversity enhancing undergraduate program (either the Maximizing Access to Research Careers [MARC] or U-RISE) per institution.

NIH RePORTER

1. To determine RPG funding, visit NIH RePORTER. Select the **Funding** feature.



2. Select **Awards by Location** and enter the institution name in the **Organization** cell. After entering the institution, click **SELECT**.



3. Select the institution from the sub listing provided. **Submit Query.**

NIH RePORTER

4. View funding amount for “RPG- Non SBIR/STTR”. *Note: The current FY is the default, select the FY for the last 3 years and calculate the average for each year for all 3 years.* For example, for applications submitted in May 2019, use FY 18, 17 and 16 RPG funding.

Funding Mechanism ▼	Dollar Amount	Awards
Other Research-Related	$675,234	3
Research Centers	$4,631,159	2
RPGs - Non SBIR/STTR	$419,536	1
Training - Institutional	$1,636,379	2
Total	$7,362,308	8

Eligibility Information – *Program Director (PD) / Program Investigator (PI)*

- The PD(s)/PI(s) must have a regular full-time appointment (i.e., not adjunct, part-time, retired, or emeritus) at the applicant institution.

- Multiple PDs/PIs are encouraged.

Typically, applications submitted by individuals with a history of research funding, mentoring and leadership experience are scored more favorably by reviewers.

Eligibility Information – *Supported Trainees*

- Must be a citizen, non-citizen national, or permanent resident of U.S.
  - Deferred Action for Childhood Arrivals (DACA) students are not eligible.
- Matriculate as a full-time student at the applicant institution majoring in a biomedical science.
- ***Appointments are normally made in 12-month increments.***

Award Information – *Types of Awards*

- **New**
  - Application Due Dates: May 21, 2019; May 21, 2020; May 21, 2021
- **Resubmission**
  - Application Due Dates: May 21, 2020; May 21, 2021
- **No Renewals**

Award Information – *Budget and Project Period*

- **Award Budget**
  - Application budgets are not limited but need to reflect the actual needs of the proposed project.
  - NIGMS expects to fund programs at or below 35 trainees per year, as appropriate to the institutional capabilities.
- **Award Project Period**
  - The maximum project period is five years.

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First Step in Preparing an Application

Read the FOA, Notices and SF424 (R&R) Application Guide thoroughly.

https://grants.nih.gov/grants/guide/pa-files/PAR-19-218.html
https://grants.nih.gov/grants/guide/notice-files/NOT-GM-19-028.html
https://grants.nih.gov/grants/guide/notice-files/NOT-GM-18-030.html
https://grants.nih.gov/grants/how-to-apply-application-guide.html

Title Format

Use the format “U-RISE at *Name of Institution*”.

For example, *U-RISE at the University of Cubano Brown*

Program Plan

Page limit: 25 pages

- Training Program
- Faculty, Trainees, and Training Record
- Other Training Program Sections
- Appendix

Program Plan, cont.

Page limit: 25 pages

- Rationale, Mission, Objectives, and Overall Training Plan
- Career Development
- Program Oversight, Participating Faculty Selection, and Mentor Training
- Institutional and Departmental Commitment to the Program
- Training Program Director(s)/Principal Investigator(s)
- Preceptors/Mentors (Participating Faculty)
- Trainee Positions, Recruitment, Retention
- Training Outcomes
- Program Evaluation and Dissemination

Rationale, Mission, Objectives, and Overall Training Plan – *Expectations*

- The application should describe the current institutional efforts to promote diversity and to create inclusive training environments.
- The baseline data, the trainee pool, and institutional context should inform the objectives and the design of the proposed program activities that should include, but not be limited to, Ph.D. completion rates and appropriate time-to-degree. *Activities that will offer technical, operational, and professional skills training; and build a strong cohort of research-oriented individuals while enhancing the science identity, self-efficacy, and a sense of belonging among the cohort members should be considered.*
- Employ evidence-based approaches to trainee learning, mentorship, inclusion, and professional development.
- Institutions with funded training programs must justify the need for the U-RISE and explain the ways that the U-RISE program plan is distinct from, but will share resources and synergize with, other training programs at the same institution.
- For multi-disciplinary and/or multi-departmental programs, indicate how the individual disciplinary and/or departmental components of the program are integrated and coordinated and how they will relate to an individual trainee's experience.

U-RISE trainees are expected to complete at least one summer research training experience at a research-intensive institution.

Required Training Data Tables

Table	Title of Table
2	Participating Faculty Members
3	Federal Institutional Research Training Grant and Related Support Available to Participating Faculty Members
4	Research Support of Participating Faculty Members
5C	Publications of Those in Training: Undergraduate
8D Part II	Program Outcomes: Undergraduate, Recent Graduates

https://grants.nih.gov/grants/forms/data-tables.htm

A summary of key data from the tables should also be included in the narrative of the application.
Applications that do not include these data tables or include additional tables in the stated section will not be reviewed.

Required Training Data Tables: 2

Sample Table 2. Participating Faculty Members

Name	Degree(s)	Rank	Primary Department or Program	Research Interest	Training Role	Undergraduates In Training	Undergraduates Graduated	Undergraduates Continued in Research or Related Careers
Abrams-Johnson, Jane	PhD	Asst. Prof.	Pharmacology	Regulation of Synthesis of Biogenic Amines	Preceptor Other Comm.	1	4	2
Jones, Lisa S.	PhD	Res. Asst. Prof.	Biochemistry	Protein Structure, Folding, and Immunogenicity	Preceptor Exec Comm.	3	3	3
Sandoz, Miguel J.	MD, PhD	Assoc. Prof.	Neuroscience	Developmental Genetics in Drosophila	Preceptor	4	6	5
Thomas, James C.	PhD	Prof.	Biochemistry	Molecular and Genetic Analysis of RNA Viruses	PD/PI	7	10	9

Required Training Data Tables: 3

Sample Table 3. Federal Institutional Research Training Grants and Related Support Available to Participating Faculty Members

Grant Title	Award Number	Project Period	PD/PI	Number of Undergraduate Positions	Names of Overlapping Faculty
Bioimmunotherapy Training Grant	T32 CA05964-11	07/2011-06/2016	Thomas, James C.	12	Abelson Brown Fields Johnson Sung Watson
Genetic Basis of Mental Illness	T32 MH02708-07	07/2010-06/2015	Johnson, Albert P.	4	Johnson Watson
Research Education Program for Residents in Psychiatry	R25 MH09876-06	07/2013-06/2018	Mendez, Roberto V.	0	Mendez Rivers Truesdale
Career Development in Pediatric Mental Health	K12 HD01234-09	07/2012-06/2017	Sterman, Patricia S.	0	Rubin
Total				**16**	

Required Training Data Tables: 4

Sample Table 4. Research Support of Participating Faculty Members

Faculty Member	Funding Source	Grant Number	Role on Project	Grant Title	Project Period	Current Year Direct Costs
Jones, Janine L.	NIH	1 R01 GM76259-01	PD/PI	Structure and Function of Acetylcholine Receptors	06/2014--05/2018	$190,000
Jones, Janine L.	NIH	5 K08 AI00091-03	PD/PI	Purification & Identification of Receptors	11/2012-11/2017	$140,000
Ehlers, Roger G.-	Univ		PD/PI	University start-up funds	08/2014-07/2017	$350,000
Mack, Thomas R.	Fdn		PD/PI	Control of Angiogenesis	03/2011-02/2015	$185,000
Mack, Thomas R.	NSF	PCM 80-12935	PD/PI	Cell Culture Center	12/2012-11/2015	$180,000
Mack, Thomas R.	NIH	1 P01 HL71802-05	Project PI	Subproject 4: Oncogenic Kit Receptor Signaling in vivo	10/2011-09/2015	$165,000
Smith, James P.	None					
Zachary, Andrew	NIH	1 U01 AI28507-01	PD/PI	Human Monoclonal Antibodies as a Therapy for Staphylococcal Enterotoxin	07/2013-06/2018	$200,000
Average Grant Support per Participating Faculty Member						**$282,000**

Required Training Data Tables: 5C

Sample Table 5C. Publications of Those in Training: Undergraduate

Faculty Member	Trainee Name	Past or Current Trainee	Training Period	Publication (Authors, Year, Title, Journal, Volume, Inclusive Pages)
Berg, Lawrence P.	Thompson, Patricia P.	Past	1998-2004	Miter, M.H., Owens, R., **Thompson, P.**, and Berg, L., 2004, Insulin Treatment of Diabetic Rats, J Comp Neurol, 373:350-378.
Chu, Jeremy K.	Greenstein, Michael L.	Current	2008-Present	**Greenstein, M.**, and Chu, J., 2010, Sympathetic Noradrenergic Innervation of Drosophila, Genetics185: 1100-1190.
Jones, Janice R.	Brown, Bernice B.	Past	2000-2006	**Brown, B.** and Jones J., 2005, Repeated Sequences in Drosophila, J Mol Biol, 242:503-510. Corman, T., Walker, J.D., and **Brown, B.**, 2006, Ontogeny of Tolerance to Alloantigens, Am J Anat, 146:156-159.
Layback, Sally G.	Wand, Dennis R.	Past	2000-2001	No Publications: Left program
Neustaff, Lorena B.	Smith, Benjamin L.	Current	2011-Present	**Smith, B.** and Neustaff, 2014, Preliminary x-ray crystal structure of beta-adrenergic receptor. Biophysical J., Abstract.
Peters, Mark Q.	Samuels, Janine A.	Current	2010-Present	**Samuels, J.** and Peters M., 2012, Molecular Analysis of RNA Viruses, Molec Biol Cell, 11:12-18.

Required Training Data Tables: 8D Part II

Part II. Recent Graduates (Only for New Applications)

Trainee	Faculty Member	Start Date	Summary of Support During Training	Degree(s) Received and Year(s)	Topic of Research Project	Initial Position Department Institution Activity	Current Position Department Institution Activity	Subsequent Grant(s)/ Role/Year Awarded
Smith, Calvin	Hughes, Noreen	09/2012		BS 2016	Ribosomal protein synthesis	Graduate Student Dept of Molecular Biology University of Maryland Further Training		NSF Fellowship/ PI/2017
Gomez, Catherine	Zhang, Henry	09/2013		BS 2017	Modulation of host cellular responses	Student University of Arizona College of Medicine Further Training		

Suggested Data Tables

https://www.nigms.nih.gov/training/RISE

Table	Title of Table
A.1	Undergraduates and Faculty in Participating Biomedical Departments and Interdepartmental Programs
A.2	Student Population Characteristics
A.3	Undergraduate Graduation Rates

https://www.nigms.nih.gov/training/RISE/Pages/U-RISE-Sample-Format-Tables-for-Competing-New-Type-1-Applications.aspx

A summary of key data from the tables should also be included in the narrative of the application.

Sample Table A.1. Undergraduates and Faculty in Participating Biomedical Departments and Interdepartmental Programs (Previous Full Academic Year)

Participating Department /Division or Program	Total Faculty	Participating Faculty	Total Undergraduates	Training Grant Eligible (TGE) Undergraduates	Total Undergraduates Supported by any Training Award	Undergraduates Supported by this Training Grant (Only Renewals/ Revisions)
Biology	15	10	300	240	10	10
Chemistry	10	8	100	75	10	0
Physics	5	3	25	5	0	0
Total	**30**	**21**	**425**	**320**	**20**	**10**

Sample Table A.2. Student Population Characteristics (Previous full academic year)

Participating Department or Program	Nationally Underrepresented (UR) Racial or Ethnic Populations in the Biomedical Sciences	Individuals with Disabilities	Individuals from Disadvantaged Backgrounds	Institutionally UR Racial or Ethnic Group(s) in the Biomedical Sciences	Total Undergraduate Unique Individuals from UR Populations
Biology	100	5	45	4	**74**
Chemistry	19	1	5	1	**16**
Physics	2	0	3	0	**3**
Total					**93**

Sample Table A.3. Undergraduate Graduation Rates

Participating Department or Program	Undergraduates from well represented (WR) populations	Undergraduates from UR populations	WR UG: Time to Degree	UR UG: Time to Degree	WR UG: 4-Yr graduation rate (6-Yr)	UR UG: 4-Yr graduation rate (6-Yr)	WR Alumni Pursued Advanced Degrees	UR Alumni Pursued Advanced Degrees
Biology	150	150	4.5	4.5	45% (50%)	25% (34%)	10	5
Chemistry	75	25	5.0	5.5	20% (50%)	10% (30%)	8	3
Physics	20	5	5.0	5.5	10% (50%)	5% (20%)	2	0

Career Development – *Expectations*

Describe

- how trainees will learn the skills, knowledge, and steps needed to attain positions in the sectors of the biomedical research workforce that are of interest to them.

- how the training program or institution will provide experiential learning opportunities that allow trainees to develop the professional skills and networks necessary to transition into careers in the biomedical research workforce.

Program Oversight, Participating Faculty Selection, and Mentor Training – *Expectations*

Should include:

- the planned strategy and administrative structure to oversee and monitor the program and to ensure appropriate and timely trainee progress.

- the mechanism for matching trainees with the appropriate participating faculty mentors.

- a mechanism to monitor mentoring, including oversight of the effectiveness of the trainee/participating faculty match, and a plan for removing faculty displaying unacceptable mentorship qualities.

Commitment to the Program – *Expectations*

- Describe how the level of institutional commitment to research and training excellence will promote the success of the trainees and training program.

- A letter providing assurances of the institutional commitment must be included in the Letters of Support section of the application.

Program Director/ Principal Investigator – *Expectations*

- Has the administrative and training experience to provide strong leadership, direction, management, and administration of the proposed research training program.
- Has a demonstrated commitment to training the next generation of the biomedical research workforce.
- The application **must** describe the administrative structure and leadership succession plan for critical positions.
- NIGMS encourages multiple PD(s)/PI(s) (MPI).

Participating Faculty Mentors – *Expectations*

Describe how:

- the program has or will build a diverse team of participating faculty.
- the faculty will, or continue to, receive training in effective, evidence-based mentoring and teaching practices.
- the faculty are evaluated as mentors and teachers.

Trainee Positions, Recruitment, Retention – *Expectations*

- Provide a strong justification for the number of requested trainee positions.
- Describe the plans for a holistic candidate review process.
- Define and justify the selection and re-appointment criteria.

Training Outcomes – *Expectations*

- Provide trainee outcomes for students in similar programs at your institution.
- The rate of Ph.D. degree attainment and time-to-degree for recent graduates. *Data should have institutional comparator groups and the graduation rates for all students in the STEM fields represented.*
- Aggregate data on the diversity of the trainees.

Although the training tables for new applications only allow for five years of recent graduate outcomes, the application may describe up to 15 years of outcomes in the narrative.

Suggested Data Tables

https://www.nigms.nih.gov/training/RISE

Table	Title of Table
B.1	Past 5 Year Trainee Record
B.2	Past 10 Year Trainee Record
B.3	Past 15 Year Trainee Record

https://www.nigms.nih.gov/training/RISE/Pages/U-RISE-Sample-Format-Tables-for-Competing-New-Type-1-Applications.aspx

A summary of key data from the tables should also be included in the narrative of the application.

Sample Table B.1. Past 5 Year Trainee Record

Program Outcomes Number of:	5 Years: 2014-2019
Trainee slots awarded per Notice of Award	36
Unfilled slots	0
Trainees appointed (unique individuals)	20 18
Trainees who participated in a summer research experience	16
Trainees who withdrew from the program	1
Trainees who completed B.S. or B.A.	15
Trainees who entered biomedical M.S. programs	1
Trainees who completed biomedical M.S. programs	1
Trainees who entered biomedical Ph.D. programs	10
Trainees who completed biomedical Ph.D. programs	0
Trainees who entered M.D. or D.O. programs	0
Trainees who completed M.D. or D.O. programs	0
Trainees who entered M.D./Ph.D. programs	1
Trainees who completed M.D./Ph.D. programs	0
Trainees who entered other professional degree programs	1
Trainees who completed other professional degree programs	0
Trainees who are in a post-bac program supported by PREP	0
Trainees who completed PREP program	0
Trainees in other post-bac programs	1
Trainees who completed other post-bac programs	1
Trainees who entered biomedical workforce after graduation (B.S./B.A.)	1

Applications may describe up to 15 years, please choose the table that is relevant to your data.

Program Evaluation and Dissemination – *Expectations*

- Describe the evaluation or assessment process to determine whether the overall program is effective.
- Explain how the plan will effectively track trainee and career outcomes.
- Explain how the PD(s)/PI(s) will share the outcomes of the training or mentoring interventions.

Evaluation costs are allowed typically up to a maximum of $3,000 for the 5-year project period.

Biographical Sketches

- Provide biographical sketches for :
  - PD/PI
  - Program Coordinator
  - All Key Personnel
  - Program Faculty / Mentors

- New Biosketches are limited to five pages - http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html

- FOA specific requirement:
  The personal statement should describe a commitment to scientific rigor, training, mentoring, as well as to promoting inclusive and supportive scientific environments.

Other Attachments

- Advisory Committee (1 page maximum)
- Recruitment Plan to Enhance Diversity (3 page maximum)
- Trainee Retention Plan (3 page maximum)
- Outcomes Data Collection and Storage Plan (2 page maximum)
- Dissemination Plan (1 page maximum)

If these attachments are not included, the application will be considered incomplete and will not be reviewed.

Recruitment Plan to Enhance Diversity

- Page limit: 3 pages
- Include outreach strategies and activities designed to recruit potential training program candidates who are from:
  - diverse backgrounds, including underrepresented racial and ethnic groups;
  - first generation college students;
  - students from low socio-economic backgrounds; and
  - individuals with disabilities.

https://www.nigms.nih.gov/training/diversity/pages/approaches.aspx
https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-210.html

If this attachment is not included, the application will be considered incomplete and will not be reviewed.

Trainee Retention Plan

- Page limit: 3 pages
- The trainee retention plan **must** describe efforts to sustain the scientific interests, as well as the academic, and research progress of trainees.

If this attachment is not included, the application will be considered incomplete and will not be reviewed.

Outcomes Data Collection and Storage Plan

- Page limit: 2 pages

- The applicant **must** provide a plan to track the outcomes for all supported trainees for a minimum of 15 years beyond the trainee's participation in the program.

- Describe how the data will be centralized, safeguarded, and retrievable during leadership changes (1-page maximum, part of the 2 pages).

If this attachment is not included, the application will be considered incomplete and will not be reviewed.

Dissemination Plan

- Page limit: 1 page

- A specific plan **must** be provided to disseminate nationally any findings resulting from, or materials developed under the guidance of the research education program.

If this attachment is not included, the application will be considered incomplete and will not be reviewed.

Letters

- Institutional Support Letter (10-page maximum) **must** be attached as part of Letters of Support.

- Institutional Eligibility Letter (1-page maximum) **must** certify eligibility.

If these letters are not included, the application will be considered incomplete and will not be reviewed.

- *Other Letters of Support (no page limits)*– can be included, but should include distinct information for the required details of the Institutional Support Letter.

Combine all Letters of Support into a single PDF file

Institutional Support Letter

- Page limit: 10-pages
- Describes the activities and resources provided by the institution.

As applicable, the letter should address how the institution:

- Supports core facilities and technology resources that can enhance training
- Provides staff, facilities, and educational resources to the planned program
- Supports the PDs/PIs and other staff associated with the planned program
- Ensures that faculty have protected time for to mentoring, training and research
- Fosters and rewards excellence in training and mentoring
- Promotes diversity and inclusion at all levels of the research training environment
- Ensures that facilities promote the safety of trainees
- Ensures that facilities are accessible to trainees with disabilities
- Promotes a positive, supportive and inclusive environment
- Ensures trainees access to student support services
- Ensures that trainees will continue to be supported when they transition from the training grant to other funding sources
- Provides resources for evaluating the training outcomes of the program
- Explain how the program will synergize and share resources
- Explain how the faculty, pool of potential trainees, and resources are sufficient

Plan for Instruction in the Responsible Conduct of Research

- Page limit: 3 pages

- All applications must include a plan to fulfill NIH requirements for instruction in the Responsible Conduct of Research (RCR).

- The plan must address the five required components:
    1) Format
    2) Subject Matter
    3) Faculty Participation
    4) Duration of Instruction
    5) Frequency of Instruction

Applications lacking a RCR plan will not be reviewed.
See NOT-OD-10-019 and NOT-OD-16-122 for more details.

Plan for Instruction in Methods for Enhancing Reproducibility

- Applicants are required to provide a Plan for Instruction in Methods for Enhancing Reproducibility.
- The plan must describe how trainees will be instructed in principles important for enhancing research reproducibility.

If this plan is not included, the application will be considered incomplete and will not be reviewed.

Rigor & Reproducibility Resources

- **NIH Website on Rigor and Reproducibility:** https://www.nih.gov/research-training/rigor-reproducibility
- **Clearinghouse for R25 Training Modules:** https://www.nigms.nih.gov/training/pages/clearinghouse-for-training-modules-to-enhance-data-reproducibility.aspx
- **NIGMS Administrative Supplements:** https://www.nigms.nih.gov/training/instpredoc/Pages/rigor-rep.aspx

Appendix

- **Required** Appendix materials:
  - Required Training Activities
  - Responsible Conduct of Research Syllabi
  - Trainee Selection and Appointment Procedures (3 pages maximum)
- **Allowable** Appendix Materials:
  - Elective Activities
  - Evaluation and Assessment Instruments (Blank rubrics and forms)
  - Conflict Resolution Protocols (3-page maximum)

Non-compliant due to missing required and/or exceeding the allowable appendices or the page limitation will not be reviewed.

Common Pitfalls

- Not reading the FOA and Notices thoroughly.
- Not following the FOA and Notices instructions.
- Specific aims do not align with institutional assessment and resources.
- Proposed program lacks novelty and innovation.
- Incomplete and/or complete tables that don’t align with institutional self assessment and proposed program.
- Failure to state program challenges/needs and strategies to address them.

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Budget Overview

Budget - Participants

- Support is allowed for **students** in the form of **stipend**.
- Students may be supported on U-RISE funding usually up to **three years.**
- Students may not concurrently hold another federally sponsored award that duplicates U-RISE support.

Stipends, Tuition, and Fees

- Kirschstein-NRSA awards provide stipends as a subsistence allowance to help defray living expenses during the research training experience.

- NIH will contribute to the combined cost of tuition and fees at the rate in place at the time of award.

- Stipend levels, as well as funding amounts for tuition and fees are announced annually in the NIH Guide for Grants and Contracts, and are also posted on the Ruth L. Kirschstein National Research Service Award (NRSA) webpage.

Trainee Travel

- NIGMS will provide up to $1,000 per trainee to travel to scientific meetings or training experiences that will enhance scientific development, build science identity, create a sense of belonging in the scientific community, and build professional networks.

- For U-RISE-supported institutions outside the continental United States, $1,250 for travel per trainee will be provided.

- NIGMS will also provide funds for the summer research training experience for up to 50% of the awarded number of U-RISE trainees at the time the competing award is made.

- Funds for the summer research experience will be provided as follows: $3,000 per U-RISE trainee, to be used in accordance with the institutional policies as a per diem for a period of up to ten weeks; and an additional $500 for travel to and from the host research training.

Training Related Expenses

- TRE that may be requested is limited to a maximum of $10,000/trainee/year.

- TRE funds may be used for costs associated with skills development training activities; seminar speakers; and with training or mentoring interventions.

- Limited program evaluation costs (typically up to $3,000 for the 5-year training grant period).

- Other program-related expenses may be included within the budget for training-related expenses.

Personnel Effort

- TRE funds may be used for personnel costs/staff salary. Typically, salary support for the PD/PI/co-Investigators (or in a combination of multiple PD(s)/PI(s)/co-Investigators) does not exceed 1.8 person months (i.e., 15% effort on a 12-month basis) in total, depending on the size and scope of the program.

- Typically, the total combined salary support for other administrative personnel (e.g., program administrator/program coordinator and/or program assistant/clerical support) does not exceed 3.0 person months (i.e., 25% effort on a 12-month basis) depending on the size and scope of the program.

xTrain for Student Appointments

- All U-RISE participants must have an appointment form submitted through the eRA Commons to xTrain before they may receive their stipend.

- If participants cannot continue in the grant program for the full appointment period an amended appointment must be submitted to xTrain with the correct appointment period.

xTrain Web Page - application guide, quick reference sheets, FAQs, training materials:
https://era.nih.gov/services_for_applicants/other/xTrain.cfm

Appointments are normally made in 12-month increments.

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Peer Review Overview

Peer Review

- Please read the review criteria while preparing your application to make sure all of the required information is included.

- Review panel will assess your application against the review criteria.

Peer Review, cont.

- U-RISE applications reviewed by one of two standing NIGMS review committees: TWD-C and TWD-D. www.nigms.nih.gov/Research/application/Pages/reviewcommittees.aspx

- Committees are equivalent: applications assigned to one of two committees to balance conflicts and workload.

- Receipt letter from scientific review officer will provide information about meeting dates, instructions for providing updates, link for committee roster, and people to contact during the review and post-review process.

- Scores and summary statements accessed through PI's eRA Commons account.

Peer Review, cont.

All from PAR Section V under <u>Application Review Information</u>

<u>Scored Review Criteria</u>:

- Training Program and Environment
- Training Program Director(s)/Principal Investigator(s)
- Preceptors/Mentors (Participating Faculty)
- Trainee Positions, Recruitment, and Retention
- Training Record

<u>Additional Review Considerations</u>: Acceptable/Unacceptable

- Recruitment Plan to Enhance Diversity
- Training in the Responsible Conduct of Research
- Training in Methods for Enhancing Reproducibility
- Budget and Period of Support

Formatting Tips

Check Application

- Allow enough time to carefully check application after submission. We cannot accept any missing items after the receipt deadline**.**

Page Limits

- Supply all requested materials within page limits.
- Do not “overstuff” sections that don’t have page limits or use appendices to get around the limits.

Appendices

- Note that the Appendix should only be used in circumstances covered in the NIH policy on appendix materials and as the FOA specifically instructs applicants to do so.

Application Preparation Tips

Content

- Read the program announcement and ensure that your application contains the necessary elements.
- Successful submission through Grants.gov and eRA Commons does not mean appropriate responsiveness to the program announcement.

Context

- Present the institutional framework and environment of your program.
- Be realistic in your program's goals.

Application Preparation Tips Cont.

Comprehensive

- Address all of the requirements of the program announcement.
  - For example:
    - Institutional baseline data
    - Detailed evaluation plan

- Describe how your program "works"
  - For example:
    - How are students recruited and selected? By whom?
    - What does the advisory committee do? How often do they meet?
    - How have you used evaluation information in designing/improving your program?

Application Preparation Tips Cont.

Clear

- Don’t bury important information.

- Don’t expect reviewers to “read between the lines” to figure out what you are proposing.

- Present outcomes data in a straightforward manner:
  - Don’t exaggerate.
  - Don’t hide data (reviewers will “do the math”).
  - It is far better to present results as they are and address how the program aims to improve.

Application Preparation Tips Cont.

Current

- Make sure faculty biosketches are up-to-date, in correct format, and relevant for training program
- Provide data on current and prior students
- Use the most recent institutional data

Consistent

- **Data in tables and text should match**
- Data should be consistent across tables
- Match justification to budget items
- Refer to the correct program in text and tables
- Include a timeline for the activities

Review Process: Usual Timeline

Timeframe (from submission date)	Activity
1 – 2 months	Referral
2 – 6 months	Review Panel
6 – 7 months	Summary Statement Available
7 – 8 months	Advisory Council
8 – 9 months	Funding Decisions
9 – 10 months	Award Start Date

Critical Deadlines

- Letter of Intent Due Date(s)
  - Not Applicable
- Application Due Date(s)
  - May 21, 2019
- Earliest Start Date
  - May 2020

For additional information

- Funding Opportunity Announcement (FOA) PAR-19-218
- Notices
- RISE Website
- Frequently Asked Questions – Application Guide, Electronic Submission of Grant Applications

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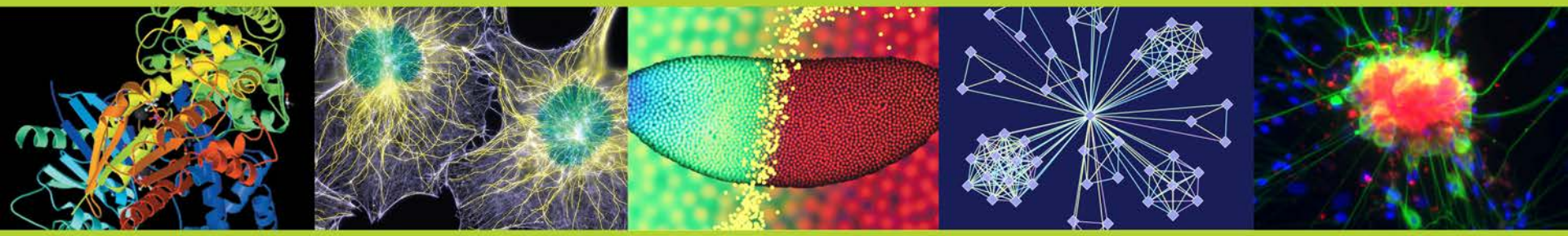
Thank you!



NIH National Institute of General Medical Sciences